

**INVITATION TO BID (IB)**

The Department of Tourism – Special Bids and Awards Committee (DOT-SBAC), invites PhilGEPS registered suppliers/contractors to bid for the hereunder project:

Name of Project: **Services of a Production House for the 49<sup>th</sup> ASEAN Economic Ministers' (AEM) Meeting & Related Meetings hosted by Department of Trade & Industry (DTI)**

Brief description of the Project: Services of a Production House for the hosted welcome dinner reception.

Approved Budget for the Contract: Nine Million Philippine Pesos (PhP9,000,000.00) inclusive of all applicable taxes

Contract Duration: please refer to Terms of Reference

Prospective bidders should have experience in undertaking a similar project within the last two (2) years with an amount of at least 50% of the proposed project for bidding. The Eligibility Check/Screening as well as the Preliminary Examination of Bids shall use non-discretionary "pass/fail" criteria. Post-qualification of the lowest calculated bid shall be conducted.

All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conference(s), Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Implementing Rules and Regulations (IRR).

The complete schedule of activities is listed, as follows:

<b>Activities</b>	<b>Schedule</b>
1. Issuance and availability of Bidding Documents	July 26 to August 14, 2017 (8:00 a.m. to 5:00 p.m.) August 15, 2017 up to 9:00 a.m. only 4 <sup>th</sup> Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City
2. Pre-bid Conference	August 3, 2017 (10:00 a.m.) 4 <sup>th</sup> Floor Conference Room, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City
3. Request for Clarification	August 4, 2017
4. Supplemental / Bid Bulletin	August 8, 2017
5. Submission and Receipt of Bids	on or before August 15, 2017 until 9:00 a.m. only 4 <sup>th</sup> Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City
6. Opening of Bids and Eligibility Check	August 15, 2017 (10:00 a.m.) 4 <sup>th</sup> Floor Conference Room, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City

Bid Documents may be obtained at the DOT-SBAC Secretariat c/o Mr. Florencio S. Capati, Jr., at 4<sup>th</sup> Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City (Tel. Nos. 459-5200 to 30 loc. 406) upon payment of non-refundable fee of Ten Thousand Philippine Pesos (PhP10,000.00), to the DOT Cashier, Ground Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City. Bids shall be submitted in sealed envelopes labeled Technical Envelope and Financial Envelope addressed to the undersigned.

The DOT reserves the right to reject any and all bids, declare a failure of bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding. Likewise, the DOT may waive any minor defect therein and accept the offer most advantageous to the government. Further, the DOT assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

Approved by:

**ASEC. MARIA LOURDES F. JAPSON**  
DOT-SBAC Chairperson

**Date of Postings:**

Phil-GEPS website: July 26 to August 2, 2017

DOT website: July 26 to August 2, 2017

DOT Bulletin Board: July 26 to August 2, 2017